

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2015-012 Issue Date: 01-29-15 Closing Date: 02-12-15

**Accounting Manager  
Revenue Department  
Administration**

**Hourly Wage: \$22.59/Regular/Full-Time**

Under the direction of the Revenue Manager, incumbent plans, coordinates and conducts audits and/or investigations of businesses to determine proper payment of revenue taxes and fees to the Yakama Nation. Bookkeeping duties incorporate all elements of administration, including reconciling ledgers, expenditure tracking, cuff accounting and preparing financial documents for reporting and presentation. Accounting responsibilities shall be conducted in accordance with all applicable professional standards (GAAS). Financial documents include monthly, quarterly and annual reports. This position evaluates and determines the accuracy of fuel and cigarette reports for the Yakama Nation to ensure compliance with laws, regulations and policies. This position routinely evaluates and determines the accuracy of amounts owed on behalf of the Yakama Nation, to ensure compliance interacting through established chain of command with Department of Revenue staff, taxpayers and their staff, licensees and permittees, attorney's and other agents representing taxpayers and licensees, elected officials and internal programs associated with financial and accounting practices.

**Knowledge, Skills and Abilities:**

- Knowledge of federal, state, and tribal fuel tax laws and international fuel tax and vehicle registration agreements.
- Thorough knowledge of Yakama Nation Cigarette and Fuel policies and procedures and applicable State and Federal rules and regulations to implement effective database management for Department of Revenue use and its relationship to the Revised Yakama Code.
- Knowledge of fuel industry-refining, storage, transporting and sale of aircraft, motor and special fuels.
- Planning and integrating ideas, intentions, and information to form goals, objectives, timelines, actions plans and solutions.
- Ability to communicate effectively verbally and in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.
- Ability to prepare and present written audit reports of findings, adjustments and recommendations.
- Knowledge of Yakama Nation Personnel Policy Manual and tribal administrative policies and procedures, Finance Manual, Law and Order Code, and YN Drug and Alcohol Procedures manual, Vehicle Registration controls, Title 50, Courtesy Permits, Gas and Cigarette Tax, and any other applicable laws, rules, or regulations.
- Knowledge of business and industry standards; internal controls; governance, risk and compliance; components of financial statements; accrual accounting; International Professional Practices Framework (IPPF); Sarbanes-Oxley Act; computer applications and their functions; General Accepted Accounting Principles (GAAP), auditing standards, and instructions pertaining to funding management and cost reimbursement type contract.
- Skill in analyzing and solving accounting and financial-related problems of a complex data, accounting, funding proposals for the purpose of making formal reports of evaluation and recommendations as to the adequacy of such cost, systems, and financial accountability of the Department of Revenue.
- Skill and ability to demonstrate logic and analytic ability to troubleshoot program needs and find solutions to properly record and document updates and services.
- Ability to problem solve with critical thinking analysis.
- Ability to independently plan and set up audit format, develop audit findings, interpret regulations, coordinate preliminary findings to program manager, tribal administration, Department of Finance, tribal Council and committees through established policies and procedures.
- Ability to have a clear understanding and sensitivity to business culture and overall goals of the Yakama Nation Organization.
- Ability to perform work independently, maintaining a high level of professionalism and adherence to strict professional and ethical standards, safeguarding the fiduciary responsibility of the Yakama Nation Department of Revenue and all related programmatic operations.
- Ability to work under stress and remain flexible to changes in assignments or situation, priorities and handle frequent interruptions to ensure successful development of Department of Revenue licensing, permits, taxation and regulatory controls of the Yakama Nation.
- Ability to establish and maintain effective working relationships with other government officials, law enforcement, employees, agencies, businesses, general public, and maintain professional work ethic at all times.
- Ability to maintain excellent time and attendance to meet program goals and objectives.
- Ability to maintain budgetary limitations and ensure equipment and supplies are maintained for proper implementation by Department of Revenue.
- Ability to meet public and address problems, issues, complains tactfully, courteously and effectively.
- Ability to plan, organize and prioritize tasks and work assignments.

**General Recruiting Indicators:**

- A Bachelor's Degree in accounting, administration or related courses and have three (3) years bookkeeping experience with administrative support skills. OR six years or more of increasing levels of professional experience and the ability to demonstrate the work in and administrative roles in a multi-faceted department may be substituted for education.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Ability to pass a pre-employment criminal background investigation.
- Must possess a valid WA State Driver License with ability to obtain a Tribal Drivers Permit, in order to travel on tribal business.
- Due to nature of work, employee shall sign and adhere to strict standards of professional ethics and protection of confidential information and shall be required to sign a Confidentiality Agreement.